How to Submit a Document for Security Review

As a former employee of the Department of Defense (military or civilian) you are complying with DoD guidance by submitting your document for a security and policy review prior to its publication. When you submit your document to the **Office of Security Review (OSR)** for a pre-publication review you may do so electronically or by hard copy. You should ensure that your document is in <u>final form</u>, is **unclassified** (to the best of your knowledge)**,** and has been approved by you (and your current organization if applicable) for public release. Please submit your request on **personal letterhead** (for a personal request) or on **corporate letterhead** (for a work related request) that has been signed by you or the empowered official in your office. **Former DoD personnel** should only use letterhead and not DoD forms when requesting a pre-publication review by **OSR.** All **DoD contractors** should submit requests for security review using **corporate letterhead only** (<u>no DD Form is needed</u>). Please also allow suffient time for the review process. For more information please visit the **OSR website** (<u>see the link below</u>).

Former DoD personnel are required to obtain a pre-publication review for security and policy based upon the clearances they held while serving in DoD (based upon your SF-312 Non-Disclosure Agreement) and the information they have been entrusted with during their DoD service. The policy guidance for this requirement is provided in DoD Directive 5230.09 and DoD Instruction 5230.29. For additional information please review these references on the **DoD Issuances portal** at: http://www.dtic.mil/whs/directives/. Answers to most questions you may have about the **DoD Security Review** process are provided on the **OSR website**.

Please call the **OSR Help Desk** with any other questions you may have at **(703) 614-5001**.

Thank you for submitting your document to the **Office of Security Review.**

OSR Website: http://www.dtic.mil/whs/esd/osr/index.htm

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(Unclassified documents only)